

APPENDIX M
FORMAT FOR FAMILY READINESS GROUP GUIDELINES

1. **PURPOSE:** A statement outlining the purpose of your Family Readiness Group.
2. **GOALS:** List the goals that your group will strive to achieve. Your goals can and should be revised as needed. This guideline should not be considered inflexible. It can change as your group will change.
3. **RESPONSIBILITIES:**
 - a. A general statement of the responsibilities of the military chain of command.
 - b. Duties of the Commander. These should be very broad and general since the Commander will appoint a single military point of contact to act on his/her behalf.
 - c. Duties of the Military Point of Contact. These duties should be more specific, but would allow for unforeseen situations. Should outline the assistance that the Coordinator would be expected to provide.
 - d. Duties of the Family Readiness Group. These duties too should be more specific, but not so specific as to stifle individual initiative. They would closely follow the goals of the group.
4. **STRUCTURE/ORGANIZATION.** This paragraph describes how your group will look. It can be shown on a separate page in the form of an organizational chart that depicts structure and lines of responsibility.
5. **ACTIVITIES/FUNCTIONS:** List in general terms the scope of activities that the group will provide. You do not want to be too restrictive or aim too high. Allow for growth and change. This section, as any section of this guideline, can and should change. Your group will have different needs at different times and your plans should be flexible and adaptable.
6. **EVALUATION:** Provisions should be made for the Commander, unit Military Point of Contact, and Family Readiness Group leaders to periodically look at the program to determine whether any changes need to be made, for example, in program goal priorities and activities.

FRG Leader Signature Block

Commander Signature Block